

IOGP

Supplementary Procedure for Development and Maintenance of ISO Standards as an ISO Liaison Member

Rev 20151217

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0 Preface

This document contains the supplementary procedure for IOGP as an ISO category A-liaison member to ISO/TC 67 to carry out technical work for the development of draft standards to be submitted to ISO/TC 67 Secretariat (Chair and Secretary) for the purpose of development and maintenance of ISO standards. This procedure will also be adapted to other standards committees where ISO/TC 67 has established a formal liaison.

This supplementary procedure builds on ISO Fast-track procedure (Ref. ISO/IEC Directives Part 1, Annex F):

- Document already exist in IOGP (originating from IOGP, ISO or from another organization)
- As category A-liaison organization IOGP can submit the document to ISO/TC 67 for approval under the fast-track procedure
- There is no NWIP ballot within ISO/TC 67, document is submitted directly to DIS ballot, followed by FDIS ballot if necessary
- All ISO/TC 67 members and non-members can vote on the CD (optional), DIS and FDIS before publication.

1 Committee Structure

The technical work on standards takes place under the administration of an IOGP Administration Task Force (ATF) that reports to the IOGP Standards Committee. The organization of the ATF uses a Project Team/Work Group (PT/WG) set-up similar to ISO/TC 67. A Project Team is defined as the group of people working on a particular draft standard under direction of a Project Lead (PL). A Work Group may work multiple draft standards under direction of a WG Convenor, who may delegate work to a PL.

Within IOGP, the Standards committee will seek support from other IOGP standing committees, such as Offshore Structures, Safety, Wells Expert, Legal, etc. as necessary.

IOGP will invite relevant non-IOGP member participants to IOGP ATF and the PT/WGs. ATF and its PTs/WGs shall not include participants representing organisations from embargoed countries. It shall be the responsibility of the Project Lead or WG Convenor to help enforce this requirement.

The ATF oversees the implementation of this procedure. Work is prioritised according to the individual work item project plan. ATF also escalates matters to the Standards Committee that are outside the remit of the PT/WG such as ownership issues of draft documents with input from API committees.

2 Roles

2.1 Chairperson of the IOGP Project Team/Work Group

The Chairperson is assigned as Project Lead or WG Convenor. The Chairperson also acts as the interface between the PT/WG and IOGP. The Chairperson:

- Chairs PT/WG meetings on behalf of IOGP

- Ensures that persons representing organisations from embargoed countries are not in attendance.
- Proposes meeting agenda
- Records meeting attendance to be issued with the minutes
- Not start any work before list of participants is agreed with IOGP Secretariat
- Endorses minutes before issue
- Maintains list of and confirms participants to the IOGP Secretariat
- Responsible for administration of dedicated folder in ShareFile¹
- Responsible for deliverables.

2.2 Members of a Project Team/Work Group

- Responsible for specific activities volunteered for or agreed with the Chairperson
- Do not participate in meetings with persons representing organisations from embargoed countries
- For non-IOGP Members, participation in a PT/WG is subject to an invitation by the IOGP Standards Solution Manager as delegated by IOGP Standards Committee.

2.3 Role of IOGP Secretariat

The IOGP Secretariat will:

- Invite IOGP members and non-IOGP member participants to ATF and the PT/WGs, maintain list of participants and notify each Chairperson when his/her list of participants is accepted.
- Provide document management services by ShareFile in support of the collaborative work in PT/WGs.
- Provide necessary templates for participants, new work items, minutes and deliverables etc.
- Administer the solution on a daily basis, including the standing advices to PT/WGs based on continued learning and experience.
- Monitor PT/WGs' adherence to the IOGP procedure
- Offer text and drawings editing services
- Transfer the CD, DIS, DTS or DTR drafts to ISO/TC 67 Secretariat.
- Transfer any revised DIS or FDIS drafts to ISO/TC 67 Secretariat together with the completed register of comments together with the recommendation for a final ballot or publication².
The dedicated IOGP Standards Solution Manager will normally handle this work in close cooperation with the IOGP ATF chair and IOGP staff.

2.4 IOGP Standards Solution Manager

The IOGP Standards Solution Manager (StandardsSolutionPM@iogp.org) is part of IOGP Secretariat and responsible for the management of this IOGP Standards Solution.

¹ ShareFile is a password-secured web-based documentation storage and sharing system.

² Revised DIS draft with complete register of comments applies only if a CD ballot was carried out; FDIS may be skipped.

3 New work items

Any member of IOGP or the industry may propose a New Work Item. This shall be submitted to the IOGP Standards Solution Manager and documented on the relevant form. See Annex 1 for New Work Item Proposal template. The IOGP Standards Solution Manager will circulate the New Work Item Proposal (NWIP) within the IOGP Standards Committee and any other relevant IOGP committee, subcommittee or task force or non-IOGP organisations as agreed for a 2-4 week ballot.

Acceptance criteria will be as for ISO NWIPS, i.e. general approval and minimum experts from five different countries (being ISO/TC 67 members) willing to prepare the draft.

These proposals are sent to the ISO/TC 67 Secretariat for information..

4 Establishment and closure of Project Team/Work Group

The PT/WG will be established as necessary to deal with approved new work. The PT/WG will be disbanded on the completion of its delivery.

5 Meetings

The Chairperson of the IOGP PT/WG will administer the work and call the necessary meetings at his or her discretion. Meeting documents including but not limited to minutes will be filed as necessary using the facilities provided by IOGP Secretariat (ShareFile) and continue the ISO N-document numbering system where appropriate.

6 Funds

There is no financial support of the PT/WGs. IOGP funded editing by selected contractors will be available for draft text and drawing editing.

7 Draft development process

Handling of drafts and comments resolutions will be as follows:

IOGP develops the necessary drafts using its own procedures and those concerning access to documents and drafts. IOGP submits its proposed content (for DIS, FDIS, DTS or DTR in ISO) to the ISO/TC 67 Secretariat for further processing in the ISO system. This can either be forwarding the documents to the responsible sub committee secretariat or initiating the ballot or publication process by submitting the documents to the ISO Central Secretariat or launching a committee internal balloting (CIB)³.

Where relevant and as an option, the draft may be submitted for CD ballot if that is deemed to improve the standard development, ownership and/or adoption and implementation of the final ISO standard.

³ The subcommittee secretariats will undertake similar actions.

After the ballot has closed, comments from all ISO members will be compiled and sent to the ISO/TC 67 Secretariat for review (see ISO/IEC Directives Part 1 Section 2.5.3 or 2.6.4). All comments will then be passed to IOGP (as the liaison organization who submitted the original content) for resolution and disposition. IOGP will use its own procedures and those concerning access to documents and drafts when reviewing comments.

IOGP will then send the report showing its proposed resolution and decisions on each comment to the ISO/TC 67 Secretariat with a recommendation to:

- circulate a new draft for second CD vote if the CD option was used (see ISO/IEC Directives Part 1 Section 2.5.3 (b)) or;
- circulate a new draft for (second) DIS vote (see ISO/IEC Directives Part 1 Section 2.5.3 (c) or 2.6.4 (c)) or;
- circulate a new draft for FDIS vote (see ISO/IEC Directives Part 1 Section 2.6.4 (a)); or
- go straight to publication because of a unanimous DIS vote or proposed elimination of the FDIS vote (see ISO/IEC Directives part 1 Section 2.6.4 (a) Optional FDIS)

Note: The ISO/TC 67 Secretariat will ensure that all comments have been technically considered and will then take the decision. If a DIS is not approved, the ISO/TC 67 Secretariat will discuss the best way forward with the ISO Central Secretariat Technical Programme Manager. In the event that any member of ISO/TC 67 disagrees with the decision of the ISO/TC 67 Secretariat the Appeals process can be applied (see ISO/IEC Directives Part 1 Section 5.1.2).

8 Document deliverables

A PT/WG is charged with the delivery of IOGP-developed content in accordance with agreed target dates. To secure a good quality draft the PT/WG may wish to ballot the draft within IOGP and otherwise as deemed appropriate. If so the IOGP Standards Solution Manager will handle this process.

The PT/WG deliverables (content that will be proposed to ISO for CD, DIS, FDIS, DTS or DTR ballot) represent the consensus of the IOGP PT/WG members, but do not necessarily represent the view or position of IOGP. Therefore, an IOGP disclaimer shall be included on the front page of the draft.

The full reference of the deliverables will be: "IOGP Draft ISO/CD xxxxx", "IOGP Draft ISO/DIS xxxxx", "IOGP Draft ISO/FDIS xxxxx", "IOGP Draft ISO/DTS xxxxx" or "IOGP Draft ISO/DTR xxxxx" followed by the title of the document.

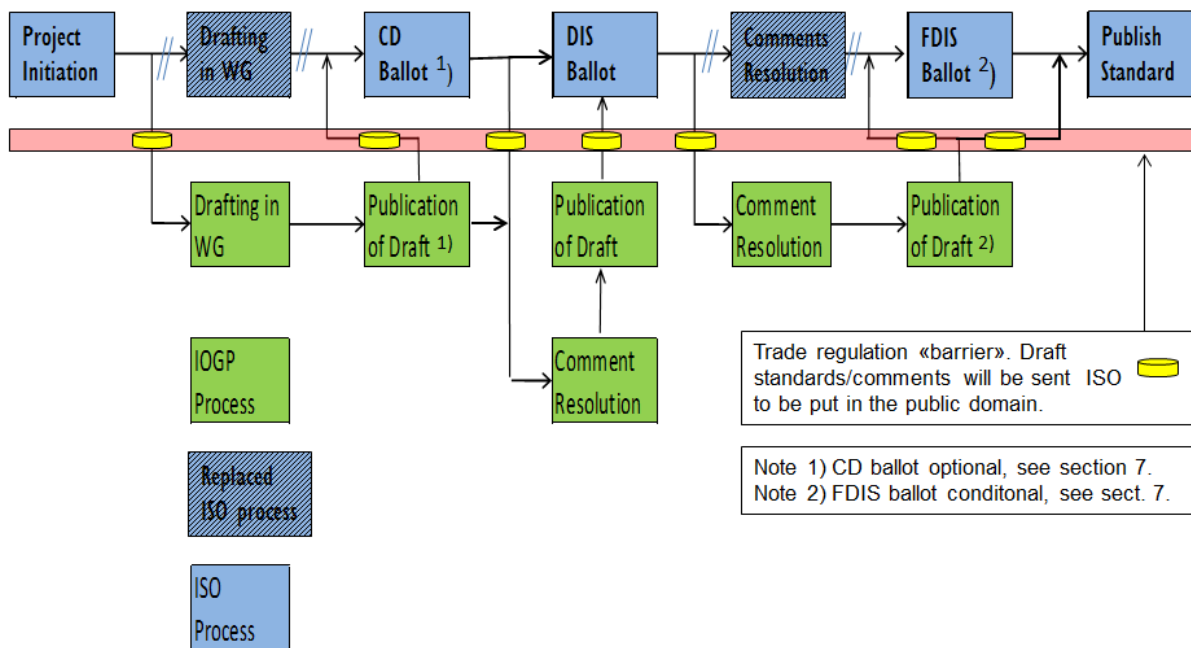
IOGP can deliver the following draft documents for ISO ballot, either:

- Full text draft ISO standard, or
- Draft ISO standard which endorses another recognized standard via normative reference (e.g. API standard) and contains supplementary technical content.

A draft ISO standard with a single statement of normative reference to e.g. an API document ('coversheet', 'empty shell') without a supplement including technical content is not acceptable.

Following ISO ballots that allow technical comments, the results and comments will be transferred to IOGP for resolution. The relevant PT/WG will be charged with resolving the comments, amend the draft standards as agreed and complete the register of comments for IOGP Secretariat return to ISO/TC 67 Secretariat.

9 Simplified flowchart



Annex 1: IOGP New Work Item Proposal form

IOGP New Work Item Proposal

A proposal for a new work item within the scope of materials, equipment and offshore structures for petroleum, petrochemical and natural gas industries shall be completed by the proposer and submitted to IOGP Standards Solution Manager (StandardsSolutionPM@iogp.org).

The proposal may already include experts who have expressed their willingness to work on this new work item. Representatives from embargoed countries are excluded. The proposal will be circulated to the members of the IOGP Standards Committee and other relevant bodies/persons for approval. The IOGP Standards Committee ensures participation of experts from at least five different countries that are non-embargoed countries, as part of the approval process.

English title of the proposed deliverable.

Click here to enter text.

French title (if available):

Click here to enter text.

(In the case of an amendment, revision or a new part of an existing document, show the reference number and current title)

Scope of the proposed deliverable.

Click here to enter text.

Purpose and justification of the proposal*

Click here to enter text.

Consider the following: Is there a verified market need for the proposal? What problem does this standard solve? What value will the document bring to end-users? See Annex C of the ISO/IEC Directives part 1 for more information.

See the following guidance on justification statements on ISO Connect:

<https://connect.iso.org/pages/viewpage.action?pageId=27590861>

Preparatory work (at a minimum an outline should be included with the proposal)

A draft is attached An outline is attached An existing document to serve as initial basis

The proposer or the proposer's organization is prepared to undertake the preparatory work required:

Yes No

If a draft is attached to this proposal:

Please select from one of the following options (note that if no option is selected, the default will be the first option):

- Draft document will be registered as new project in the committee's work programme (stage 20.00)
- Draft document can be registered as a Working Draft (WD – stage 20.20)
- Draft document can be registered as a Committee Draft (CD – stage 30.00)
- Draft document can be registered as a Draft International Standard (DIS – stage 40.00)

Is this a Management Systems Standard (MSS)?

Yes No

NOTE: if Yes, the NWIP along with the Justification study (see [Annex SL](#) of the Consolidated ISO Supplement) must be sent to the MSS Task Force secretariat (tmb@iso.org) for approval before the NWIP ballot can be launched.

Indication(s) of the preferred type or types of deliverable(s) to be produced under the proposal.

International Standard Technical Specification
 Publicly Available Specification Technical Report

Proposed development track

1 (24 months) 2 (36 months - default) 3 (48 months)

Note: Good project management is essential to meeting deadlines. A committee may be granted only one extension of up to 9 months for the total project duration (to be approved by the ISO/TMB).

Known patented items (see ISO/IEC Directives, Part 1 for important guidance)

Yes No

If "Yes", provide full information as annex

Co-ordination of work: To the best of your knowledge, has this or a similar proposal been submitted to another standards development organization?

Yes No

If "Yes", please specify which one(s):

[Click here to enter text.](#)

A statement from the proposer as to how the proposed work may relate to or impact on existing work, especially existing ISO and IEC deliverables. The proposer should explain how the work differs from apparently similar work, or explain how duplication and conflict will be minimized.

[Click here to enter text.](#)

A listing of relevant existing documents at the international, regional and national levels.

[Click here to enter text.](#)

A simple and concise statement identifying and describing relevant affected stakeholder categories (including small and medium sized enterprises) and how they will each benefit from or be impacted by the proposed deliverable(s)

[Click here to enter text.](#)

<p>Liaisons: A listing of relevant external international organizations or internal parties (other ISO and/or IEC committees) to be engaged as liaisons in the development of the deliverable(s). Click here to enter text.</p>	<p>Joint/parallel work: Possible joint/parallel work with: <input type="checkbox"/> IEC (please specify committee ID) Click here to enter text. <input type="checkbox"/> CEN (please specify committee ID) Click here to enter text. <input type="checkbox"/> Other (please specify) Click here to enter text.</p>
<p>A listing of relevant countries which are not already P-members of the committee. Click here to enter text.</p> <p>Note: The committee secretary shall distribute this NWIP to the countries listed above to see if they wish to participate in this work</p>	
<p>Proposed Project Leader (name and e-mail address) Click here to enter text.</p>	<p>Name of the Proposer (include contact information) Click here to enter text.</p>
<p>This proposal will be developed by: <input type="checkbox"/> An existing Working Group (please specify which one: Click here to enter text.) <input type="checkbox"/> A new Working Group (title: Click here to enter text.) (Note: establishment of a new WG must be approved by committee resolution) <input type="checkbox"/> The TC/SC directly <input type="checkbox"/> To be determined</p>	
<p>Supplementary information relating to the proposal <input type="checkbox"/> This proposal relates to a new ISO document; <input type="checkbox"/> This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item; <input type="checkbox"/> This proposal relates to the re-establishment of a cancelled project as an active project. Other: Click here to enter text.</p>	
<p><input type="checkbox"/> Annex(es) are included with this proposal (give details) Click here to enter text.</p>	